

## ACCESS for ELLs® Test Labels

Subject	Explanation
<b><i>What do I need to know about ACCESS test labels?</i></b>	1. It is very important for ESOL teachers to contact their i4see district coordinator to check that student names are spelled correctly and that all demographic information is correct at the start of the school year.
	2. The information in the Beginning of Year (BOY) file that lists the enrolled students for that school year and is sent to the NH DOE by the district is the basis for the ACCESS for ELLs® English language proficiency test labels.
	3. All changes to the BOY information must be given to the NH DOE and certified by the Superintendent by December 1 <sup>st</sup> in order for MetriTech to provide districts with the correct labels. Changes can be made to the BOY information by requesting that your i4see Coordinator contact Michael Cote at the NHDOE (603/271-2775).
	4. ESOL teachers may need to bubble in the demographic information for students who are enrolled on Feb 1 <sup>st</sup> but were not enrolled on Oct 1 <sup>st</sup> . For any teacher who needs to bubble in information about the student, you <u>must</u> fill out the student's name, grade and SASID number at a minimum.
	5. WIDA has requested that ESOL teachers please fill out as much information as possible for each student on the test booklet. This information will be used by WIDA (with permission from NH) to compare and contrast data with other states. If demographic information is not filled out by ESOL teachers, NH will not be able to receive important data regarding our EL students.